

**HARVARD UNIVERSITY**

**HARVARD FOREST**

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## Harvard Forest Ovens Protocol

1. Verify the temperature setting of the oven suits your needs. If there are other materials in the oven, do not change the temperature setting. Find another oven that suits your needs.
2. Fill out the calendar log located on the door of the oven. Be sure to indicate the days on which you will be using the oven space.
3. Before placing any materials into the oven, make sure it is properly labeled with the following information (**Paper products, i.e. brown paper bags, coin envelopes, etc. are NOT to be placed into the ovens at any temperature. Any materials/samples that need to be dried in the ovens must in aluminum, glass, or other non-flammable containers.**)
  - a. Name: Both yours and your supervisor/mentor
  - b. Contact information: email and/or phone number
  - c. Date
  - d. Description of the materials

Note: This information should be on every container (even if you have 2 identical containers).

4. Remove materials in a timely manner (**If materials are in oven and NOT indicated on the log, they will be disposed of by lab manager.**)

### Important Notes:

The ovens are NOT FOR STORAGE. If you need short term or long term storage of dried items, contact the lab manager for help.

DO NOT place any containers on the bottom of the oven. Always make sure you are placing samples on a grated shelf.

The ovens in Shaler Basement are NOT TO BE TURNED ON without the consent of the lab manager.

Any materials WITHOUT contact information will be thrown out at the discretion of the lab manager.

**LABEL IT OR LOSE IT!**